### OUTCOMES ASSESSMENT FORM 2002-2003

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**OUTCOMES ASSESSMENT FORM**

**DEPARTMENT**
Continuing Education

**PROGRAM/FUNCTION**
Instructional Effectiveness

**LINKS** (Where appropriate, link the above outcome to Goals, Objectives, and/or strategies found in the plans listed below):

**BOARD OF REGENTS MASTER PLAN:**

**LSUE STRATEGIC PLAN:** (Blueprint for the Future)

- **4.1.3:** Offer a variety of instructional formats to enhance student learning and scheduling needs.
- **4.1.4:** Support faculty in acquisition, development, and use of technology and instructional techniques.

**LSUE OPERATIONAL PLAN (FY 2001-2002):**

**OTHER:**

**EXPECTED RESULTS:**

- Improve student learning
- Use technology to enhance teaching and learning.

**ASSESSMENT PROCEDURES:**

- Administer and review the Course Evaluation process.
- Monitor and observe part-time faculty during instruction.
- Conduct post-observation interviews with part-time faculty.

**RESPONSIBILITY FOR ASSESSMENT:**

Director of Continuing Education
USE OF ASSESSMENT FINDINGS:

- Inform hiring and retention decisions concerning part-time faculty.
- Inform planning for part-time faculty in-service meetings.
SUMMARY OF ASSESSMENT FINDINGS: The Director of Continuing Education reviewed each part-time faculty member’s results from the Course Evaluation Survey (CES) completed by students in evening and off-campus classes. These results were filed in the faculty’s personnel file and a copy was sent to each faculty member.

Observations of part-time and off-campus faculty were conducted according to P.S. 47: “Continuing Education and Extension Activities.” Records of part-time faculty evaluations were added to each faculty member’s personnel record maintained in the Continuing Education Office. Copies were provided to evaluatees. The Director conducted a post-observation interview with each evaluatee.

The Director of Continuing Education developed a supplemental “Evaluation Interview Questionnaire” for use in evaluating part-time faculty. This questionnaire guides the Director and the part-time faculty member in a post-observation interview discussing the faculty member’s teaching methods, integration of technology, use of traditional assessment methods and alternative assessment methods, and the use of results from the previous semester’s CES.

DEPARTMENTAL RECOMMENDATIONS FOR PROGRAM/FUNCTION IMPROVEMENT:

- Develop an Electronic Learning Policy that provides a means for evaluating part-time faculty who teach web-based and web-enhanced courses.
- Involve Division Heads in observing and evaluating part-time faculty to ensure that quality and content of instruction is equal to day classes of the same courses taught by regular faculty.
- Continue to provide training for part-time faculty in the use of Blackboard to increase utilization of this resource to improve the quality of instruction and to promote active learning strategies.
- Recruit regular faculty to teach more night classes.
Note: Side 2 of this form is to be completed by the department head by September 15. Assessment results and departmental recommendations will be reviewed by the Administrative Council prior to the end of September.